

## **Exhibit A**

### **Employment Related Medical, Testing and Physician Services**

#### **SECTION FIVE SCOPE OF WORK**

##### **5.01 Scope of Work**

Contractor shall perform work in accordance with City policies, rules and procedures including Personnel Policies, General Policies, and Finance Department/Risk Management Policies, Fire Department operating policies and any other relevant policy or procedure.

##### **A. Pre-employment Physicals**

###### **1. Police Officers**

Contractor shall conduct medical evaluations of police officer candidates in accordance with the North Carolina Criminal Justice Education and Training Standards Commission. Medical evaluations are to be conducted as outlined in the Medical screening Guidelines effective January 1, 1996. Police Officer candidates will be provided the Medical History Statement (Form F-1) by the Police Department. The Contractor shall conduct a medical history, based on the review of the applicant's completed Medical History Statement, and administer a medical examination which includes, but is not limited to, the following components:

###### ***Minimum Components of the Clinical Tests***

- i. Urinalysis (Dipstick)
- ii. Tuberculosis (Mantoux) – chest x-ray if allergic to serum; and
- iii. Electrocardiogram (ECG) Resting – only if indicated by history or if resting pulse is less than 50 or greater than 100

Contractor shall record the results the medical evaluation on the Commission's Medical Examination Report (Form F-2) to be provided by the City.

###### **2. CDL Holders**

Contractor shall conduct CDL physical examinations in accordance with the North Carolina Department of Transportation guidelines.

###### **3. Laborer**

Contractor must be able to provide other medical services such as pre-employment physical exams (including long form physicals for CDL holders and labor intensive positions), testing and other direct medical services as needed or when the need for immediate service to City employees (such as on-the-job injury, walk-ins, etc.) exceeds EHS resources.

4. Other

Contractor shall conduct other pre-employment physicals and testing as directed by the City to include summer interns/immunizations.

**B. Medical Evaluations**

1. Fitness for Duty

Occasionally the City may request a fitness for duty evaluation of an employee to determine the employee's ability to safely perform the essential functions of his/her job duties. Contractor shall conduct a review of employee's medical records and conduct a medical evaluation of employee to make this determination.

2. Return to Work

Employees who have been out of work for 10 days or more for a personal injury or illness are required to be evaluated by contractor before returning to work. Contractor shall review employee's personal medical records and conduct a medical evaluation of employee to determine the employee's ability to safely perform the essential functions of his/her job duties.

**C. Other Services**

1. Infection Control Services

Contractor shall provide infection control services for City personnel (primarily Fire and Police) per all Centers for Disease (CDC) and Occupational Safety Health Administration (OSHA) requirements. This includes not only the initial assessment for an on the job exposure, but all follow up care with employees until the exposure has been determined resolved per CDC and or OSHA guidelines.

2. When testing for Tuberculosis (TB) in fire department personnel for any reason, the contractor shall use the T-Spot or the QFT-T (In-Tube) test. The contractor shall also coordinate with risk management to ensure that all fire department personnel have had their one time vaccine of the T-Dap booster.

3. Contractor shall provide all other services required including but not limited to:

- i. Audiometric testing
- ii. Respirator fit testing and clearance
- iii. Onsite activities such as: immunizations, etc
- iv. Hepatitis shots

#### **D. Summary**

Below is summary of medical evaluations for FY 2011 and FY 2012.

Medical Examinations	FY 2011	FY 2012
Pre-employment Physical Exam	173	198
Pre-employment Physical Police	82	59
Summer Intern Test/Immunization	503	537
Return To Work Evaluations	333	209
Pre-employment Fire Fighter	Unavailable	12
Annual Physical Fire Fighter	Unavailable	216
Audiometric Test (Including 273 from Fire Dept each year)	821	822
Fit For Duty, Consultations, Respirator Evaluations & all other	45	154
On the Job Injury Initial Visit	154	214
On the Job Injury Follow Up Visits	264	385

Audiometric annual testing is currently contracted to another vendor.

#### **E. Access to Information and Records**

Contractor shall adhere to all City procedures regarding access to and use of City supplied technology. Further, the Contractor shall have access to information regarding the City, its operations and its employees, of which information may be confidential (or not public information) in whole or in part. Contractor shall treat all information as confidential and shall make no release of information to unauthorized sources. The Contractor is authorized to communicate information to the Risk Manager, Human Resources Director and City Attorney and any other attorneys designated to represent the City, or as may be authorized by any of the aforementioned City officials. Further, the Contractor is authorized to communicate as necessary with approved and/or assigned medical and rehabilitation professionals. All communication of information shall conform to all applicable local, state and federal laws, including the Health Insurance Portability and Accountability Act. (HIPAA)

The City shall retain ownership of all medical files and any and all records generated in connection with the Work. The contractor shall maintain custody and store all files for the duration of the contract. Maintenance of all files and records shall be in accordance with all applicable local, state and federal laws, including the requirements of HIPAA.